

# EMPLOYEE HANDBOOK

## AMEC ELECTRIC LLC





## **PURPOSE**

The purpose of this handbook is to show what is expected of employees when working at **AMEC Electric LLC** (the 'Company'). It is also a guide for all work to be performed on behalf of the Company by Company employees, and sets forth the Company's expectations for its employees.

Employees are, at a minimum, expected to meet these standards.

**THIS IS NOT A CONTRACT OF EMPLOYMENT WITH THE COMPANY. ALL EMPLOYEES ARE EMPLOYED BY THE COMPANY ON AT-WILL BASIS.**

Should there be any questions about any standard or policy set forth herein, ask those questions now so that any misunderstandings may be resolved as soon as possible. Suggestions for improvements are always welcome.

The Company looks forward to a long and successful relationship together.

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## **1. LEGALLY REQUIRED POLICIES**

This Employee Handbook is not a contract, express or implied, nor does it guarantee employment by the Company for any specific length of time. Employment at the Company is at-will. An at-will employment relationship may be terminated at any time, with or without reason, by either the employer or the employee. This at-will employment relationship exists regardless of any statements by anyone to the contrary. Only Andrew Mayernick (hereafter known as "Owner") is authorized to modify the at-will nature of the employment relationship, and such modification must be in writing and signed by both parties.

This Employee Handbook supersedes and replaces all previous policies and procedures, including, but not limited to, all verbal or written policies which may have been issued by the Company as to the subjects covered in this Employee Handbook.

Other than the policies which are legally required, the policies included in this Employee Handbook are to be considered guidelines which may be subject to change as the Company deems necessary or appropriate. From time to time, written notices of new or modified policies, procedures, benefits or programs may be issued by the Company. These notices shall be incorporated into this Employee Handbook and shall govern the policies addressed therein as of the date of issue.

### **1.1 EQUAL OPPORTUNITY EMPLOYMENT**

The Company is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

Whenever possible, the Company shall make reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees requesting such accommodations should contact **the Owner**.

### **1.2 HARASSMENT POLICY**

#### **1.2.1 Background**

The Company promotes a workplace that is free from all forms of harassment. Harassment of employees occurring in the workplace, or in other settings in which employees may find themselves in connection with their employment, is both unlawful and contrary to the Company's policy and will not be tolerated by the Company.

Because the Company takes all allegations of harassment seriously, the Company will respond to, and promptly investigate, all complaints pursuant to this policy. Where it is determined that inappropriate conduct has occurred, the Company will act promptly to eliminate the conduct and impose reasonable corrective measures.

‘Harassment’ is defined as, but not limited to, slurs, jokes, and other verbal, graphic or physical conduct relating to an individual’s race, color, sex, sexual orientation, religion, national origin, citizenship, age, disability or any other grounds.

### **1.2.2 Procedures**

An employee of the Company who believes they have been subjected to harassment of any kind in violation of this policy has the right to file a complaint with the Company. An employee may do so by contacting **the Owner**.

Any and all complaints under this policy shall be promptly and thoroughly investigated by a designee of the Company.

Upon completion of the investigation, the designee shall prepare a report addressing all allegations in the complaint and objectively documenting all relevant factual findings of the investigation.

The investigative report shall be presented to **the Owner** within fifteen (15) days after receipt of the employee’s complaint of harassment. The time requirement may be extended by the Company upon request of the designee if good cause is shown.

A determination on the merits of the complaint shall be made within fifteen (15) days after receipt by the Company.

The entire investigation shall remain confidential. In no event shall anyone involved in the reporting of the alleged harassment or in the investigation of any allegation of harassment disclose any information to anyone, including any employee of the Company, outside of the individuals involved.

### **1.2.3 Reporting Harassment**

Any Company employee who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of his/her supervisor or the **Owner**. The Company will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the Company will take appropriate action based on the outcome of the investigation.

No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these

policies. If an employee feels he/she has been retaliated against, the employee should file a complaint using the procedures set forth above.

#### **1.2.4 Sanctions**

Harassment of any kind is a serious violation of the work policy of the Company and shall be grounds for the imposition of disciplinary action. Potential sanctions for the offense shall range from a written warning to the employee, with a copy of the warning being placed in the employee's personnel file, to immediate termination.

#### **1.2.5 False Accusations**

The Company will not tolerate false accusations of harassment. Due to the serious and private nature of this offense, false accusations of harassment are, and will be treated as, a disciplinary offense and will result in the same level of punishment as that applied to one who engages in such behavior. Potential sanctions for the offense shall range from a written warning to the employee, with a copy of the warning being placed in the employee's personnel file, to immediate termination.

#### **1.2.6 Retaliation**

The Company will not tolerate harassment or any form of retaliation against an employee who has initiated or cooperated in an investigation of alleged harassment. A person reporting a complaint under this policy or who legitimately assists another in the prosecution of any such complaint, shall not be subjected to retribution or retaliation of any kind for doing so. Violation of this policy may result in discipline, up to and including immediate termination.

### **1.3 VIOLENCE IN THE WORKPLACE**

The Company will not tolerate violence or threats of violence in the workplace. This includes verbal statements which suggest or imply harm to another, as well as actual harm or violence. Touching, grabbing, assaulting or having physical contact with another person and threatening to touch, grab, assault or have physical contact with another person will not be tolerated.

Violation of this policy may result in discipline, up to and including immediate termination.

## **2. PERSONNEL**

### **2.1 EMPLOYEE DEFINITION**

Any employee who normally works 40 hours per week is considered a full-time employee. Any employee who normally works less than 40 hours per week is considered a part-time employee.

### **2.2 PROBATIONARY PERIOD**



All new employees will be hired on a ninety (90) day probationary basis. The purpose of this probationary period is for the Company to determine if the employee is a good fit. After ninety (90) days, the probationary period may be extended if the Company determines it is warranted.

### **2.3 ATTENDANCE**

Each employee shall:

- Show up to work on time each and every day;
- Work consistently up to the best of their abilities at all times;
- Accurately keep track of their time and any breaks on work reports.

The Company's normal hours of work are 6:30 am to 3:00 pm, Monday to Friday. Each employee is entitled to one half hour unpaid lunch break, and one 10 minute paid break every 4 hours. Stopping to get something on the way to the job shall be considered a break.

Employees are expected to be ready to work, either ready to leave the shop, or at their workstation at the job site, at 6:30 am.

If an employee is going to be late, the employee shall call or text his/her supervisor prior to 6:30 am to advise the supervisor that they are running late, and what time they anticipate arriving.

### **2.4 WORK REPORTS**

Each employee is expected to accurately and truthfully record their time worked on the appropriate form. Employees are to record starting and stopping time for each job.

Work reports shall be turned in to the office every day at the end of the day. Employees may drop the work report off in the office, or fax/email the time sheet to the office.

If an employee's work reports are not received by the end of the day on Sunday, his/her pay may be held up until the following pay period.

Each pay period is from Monday to the following Sunday. Pay day is the following Friday.

All original work reports that have previously been e-mailed in, should be turned into the office by 12:00 pm on Monday of the following week.

## **2.5 TIME OFF**

Vacation time exceeding three (3) days in a row shall be requested by March 30 of the calendar year on the form located in the Form Index. It will be approved based on seniority. When shorter time periods are needed, these time periods shall be requested as soon as possible. Once approved, it will be entered on the AMEC shared calendar.

This procedure does not apply to time off for emergencies. In the event of an emergency, a phone call shall suffice but shall be followed up with written or emailed notification to Maryann Wojcik.

### **2.5.1 Vacation Time**

Vacation time for each employee shall accrue as follows:

- After 90 days of employment, an employee shall receive five (5) paid days to use during the first calendar year, prorated for the calendar year. The following calendar year, an employee shall receive five (5) paid days to use.
- From three (3) years of employment, an employee shall receive ten (10) paid days off per calendar year.
- After five (5) years of employment, an employee shall receive fifteen (15) paid days off per calendar year.
- When an employee's employment with the Company ends, any unused vacation time is forfeited.

### **2.5.2 Jury Duty**

The company understands that occasionally employees are called to serve on a jury. Employees who are selected for jury duty must provide a copy of their jury summons to a supervisor. Time taken for jury duty is granted on an unpaid basis. Employees released from jury duty with four (4) or more hours remaining in the workday, are expected to call the office to see if he/she needs to return to work.

### **2.5.3 Holidays**

Company paid holidays are:

New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas Day.

In the event a holiday falls on a Saturday, it will be observed the Friday before. If a holiday falls on a Sunday, it will be observed on the Monday after.

After 90 days of employment by the Company, employees shall be entitled to 8 hours paid time off for each of the holidays listed above.

## **2.6 OVERTIME**

Employees shall be paid time and a half for all hours worked in excess of 40 hours per week. ***If there is a holiday, or the employee has used vacation or sick time during the week, such time will not be calculated in awarding overtime. Only once employees have WORKED 40 hours per week will overtime be paid.***

Night or Weekend work will normally be scheduled and volunteers recruited to complete the project or task. Some will result in a “shift differential” paid to employee once approved.

## **2.7 CALLING OUT SICK**

In the event an employee is ill and cannot work, the employee shall notify the foreman on the job by phone before the shift begins and shall send the office a follow up email confirming the sick day as soon as possible.

If an employee is ill and cannot work for more than two consecutive days, a doctor’s note may be required by the Company prior to permitting the employee to return.

## **2.8 EMERGENCY CONTACTS**

Each employee is responsible to provide current emergency contact information to the office at all times. Employee emergency contract information is the person who is to be contacted in case of an emergency affecting that employee in circumstances when it is difficult or impossible for that employee to initiate the contact.

## **2.9 BENEFIT PROGRAMS**

The Company provides the following benefits to full-time employees:

- Health Insurance
- Simple IRA

### **2.9.1 Insurance coverage and Company Benefits**

After a 90-day probation period upon employment, employees are entitled to medical benefits, including a prescription program. The Company currently pays 100% of the premium for single for an employee only. This is subject to change without notice. Other coverage is available at the employee’s expense, which is deducted from the weekly paycheck.

An employee may be eligible to participate in the Company pension plan (Simple IRA) after three (3) months of service. The Company does contribute to this plan.

### **2.9.2 Termination of Benefits**

Health insurance coverage ends on the last date of employment.

### **2.10 PERFORMANCE APPRAISAL**

A performance appraisal is the Company's assessment of how well an employee is performing the duties and meeting the requirements of the job. The performance appraisal provides a way for the Company to recognize an employee's achievements, provide suggestions for improvement and career development, and where appropriate, notify an employee of sub-standard work or performance that could affect the employee's future with the Company.

Normally, each employee will receive a performance evaluation annually, and will meet with his or her supervisor to discuss the appraisal.

Performance appraisals are considered in making salary decisions, but the results of the review will not necessarily result in a merit increase. Salary is based not only upon job performance, but upon other factors, including prevailing pay rates for the position.

## **3. EMPLOYEE RESPONSIBILITIES**

### **3.1 APPEARANCE**

Each employee shall be clean and presentable each and every day. He/she should be dressed in appropriate work clothing with sturdy work shoes. No shorts, sneakers, shirts with foul language on them, or ripped or torn clothing shall be worn. Company t-shirts and sweatshirts shall be worn whenever possible.

### **3.2 WORK**

Each employee is expected to:

- Consistently work at a productive pace and to the best of his/her abilities;
- Keep others busy if the employee is in charge on the job;
- Advise the job foreman/supervisor when the work is complete;
- Get dirty when necessary.

Each employee is responsible for their own work. All work is to be done correctly in a neat and timely manner, using the least amount of material.

Each employee is expected to work in a safe manner and to use proper tools and safety equipment to perform each task. He/she is to use all tools and material appropriately and safely.

### **3.3 TOOLS**

Each employee is expected to have their own hand tools appropriate to their level of skill. The Company shall provide power tools and specialized tools as needed, and any equipment that are required on the job.

Employees are expected to take care for and maintain all company tools. If a tool is broken or needs repair, the applicable employee shall notify the foreman on the job, or the office, take the tool out of service, and fill out a tool maintenance form, a copy of which is appended hereto in the Form Index.

All tools are to be cleaned and maintained prior to putting them back on the shelf.

If a tool requires special training to operate, any employee not trained on that tool shall not operate such tool.

All employees are expected to learn the latest edition of the NEC (the 'Code'), and apply it to their daily work. All employees are expected to install all work up to Code, whether or not the work is inspected. All mechanics shall know the Code, and ensure all work done by the Company meets or exceeds the Code.

### **3.4 JOBSITE**

On all jobs, the foreman is the responsible person. All employees are to follow the foreman's directions and instructions. Any questions on the work are to be directed to the foreman.

All employees shall be responsible for keeping the jobsite clean at all times. At the end of each work day, the site shall be straightened up, swept clean with a broom, organized, and all tools and ladders shall be put away. Any tools and/or ladders that are left on the job site shall be locked up at all times when done for the work day.

When on a job site, each employee is to keep a written list of any material and/or tools needed to keep the job going. At the end of the day, each individual list is to be combined into one master list by the foreman.

When material is needed for a job, whenever possible the material shall be delivered to the job site. If the material cannot be delivered, one employee shall travel to the shop/supply house to pick it up.

All material orders through the office shall be on a three (3) day look ahead except on small jobs which need to be called in by noon for the following day.

When on the job, all employees are to maintain productivity. All apprentices shall be kept busy with work, and not just used as “gophers”.

On the job site, no one is to interact with the job supervisor except the job foreman or the office. No one on the job has the authority to agree to any additional work, or to any changes in the work except for the foreman or supervisor.

If a job supervisor attempts to order an employee to do additional work on the job, any such employee shall either call the office or advise such job supervisor to call the office to resolve the issue. All contact with the job supervisor shall be through one person, which minimizes mistakes and misinformation.

No one, at any time, is to perform any additional work, i.e. change order, without verifying with the foreman or the office that the office has received a written approval for the work. Under no circumstances is any change order to be performed without prior written approval.

The chain of command on the job site is as follows:

- Foreman on the job
- Most experienced mechanic
- All other mechanics
- Apprentices/Helpers

In the event an employee cannot contact the foreman or the office, and an immediate answer is needed, the employee is to contact the person above them on the aforementioned list. This does not apply if there is an immediate safety issue. In the case of immediate danger, the employee shall take any reasonable action to make the area safe, then notify their supervisor immediately afterward.

At the end of each day, each employee is to set up for the next day. This includes figuring out how to get any material and/or tools needed to continue the job, or finding out what job he/she is going to the next day. Each employee is to notify their supervisor of any problems that they discovered that day. All necessary paperwork is to be filled out at the end of each day, and turned in to the office that day, or the next morning.

When working on a job, employees are responsible for the Company’s scope of work. The scope of work may vary from what is shown on the plans and specifications for a particular job. The terms of the Company’s contract for any job takes precedence over any other list of work for such job. If the work is not set forth in the Company’s contract for a particular job, employees are not to perform the work unless told otherwise by their supervisor.

Each job will have a written scope of work, which will be kept in a folder in the office and/or in the gang box on the job site. In the event there is a question about the scope of work, employees are to refer to this document.

If a problem occurs on the job site, all employees are to immediately make the area safe, and once the area is safe, contact the foreman and/or office to advise them of the situation and possible solutions.

### **3.5 SAFETY**

Each employee is responsible for working in a safe and proper manner at all times. He/she shall use proper personal protective equipment (PPE) at all times necessary, and to follow all OSHA laws. If in doubt, wear the safety equipment.

Employees shall respond and confirm receiving any Company safety emails by return email. Employees shall sign off on any and all safety talks at the shop or confirm attendance via email. Project foremen shall discuss any safety issues with all employees weekly.

Each employee shall be issued a hard hat, ear plugs, work gloves, safety glasses and safety vest ('Safety Items'). It is each employee's responsibility to have the Safety Items with them at all times when needed, and to keep all Safety Items in good condition.

If a Company issued Safety Item is damaged, it must be returned to the office for a replacement. All old/damaged Safety Items must be turned in in order to receive a replacement. If a Safety Item is misplaced or lost, the employee to whom the Safety Item was assigned shall be responsible for the cost of the replacement, unless the particular Safety Item is returned to the office. Safety Items shall be returned to the office when an employee's employment with the Company ends. If any such Safety Item is not returned, the cost thereof shall be deducted from the employee's final paycheck.

Ear plugs, dust masks, Tyvek suits, and any other disposable safety equipment, along with fire extinguishers, will be provided by the Company. These are to be used as needed.

Every employee shall wear the proper safety equipment at all times.

Any employee has the authority to stop another employee from working if there is an immediate danger.

All employees shall immediately report any accidents, injuries, safety hazards or any other safety related incident to the office.

### **3.6 TRAVEL AND TRANSPORTATION POLICY/VEHICLES**

The United States Department of Labor provides as follows:

"Time spent traveling during normal work hours is considered compensable work time. Time spent in home to work travel by an employee in an employer provided vehicle, or in activities performed by an employee that are incidental to the use of the vehicle for commuting, generally is not 'hours worked' and, therefore, does not have to be paid. This provision applies only if the travel is within the normal commuting area for the employer's business and the use

of the vehicle is subject to an agreement between the employer and the employee or the employee's representative."

In order to maintain a level of profitability and sustainability, it is imperative that each employee work eight (8) hours per day.

Service work - Employees are paid for their travel time to and time at the service location and any time needed to gather material or equipment. Employees will be considered on the job as soon as they leave their home/shop and they return home/shop.

On single projects lasting more than one day, employees will be required to have eight (8) hours on the job. Travel time will not be paid to the jobsite.

If an employee is not given a vehicle he/she shall be responsible for driving directly from home to the jobsite/shop. Mileage for travel to worksites in personal vehicles is deductible on your personal taxes.

The project foreman for the project will call the office by 2:00 pm each day to schedule man power for the next working day. Daily schedules will be posted by 4:00 pm for the next day's work. Employees shall check the calendar each day after 4:00 pm to ascertain their schedule for the following day.

If an employee travels directly to a jobsite, they are responsible for work reports, maintenance reports and packing-slips. Those documents shall be photographed and sent by email, by 3:00 pm each day, to Maryann at the office. Hard copies of the documents shall be given to the project supervisors for delivery to the office.

All Company vehicles shall be kept neat, organized and in good condition by all employees. Trucks shall be and remain stocked with basic material and tools needed on a daily basis. If material is taken off a truck, a list of such material shall be on work reports, and the truck is to be re-stocked the next time it is at the shop.

Company vehicles shall only be used for Company business only. At no time shall a Company vehicle be used for personal purposes unless permission is given by Andy. Company vehicles shall not be used to conduct side work under any circumstances. If an employee does not elect to take a work truck home, they may keep the truck at the office. They may drive to the shop, pick up the work vehicle and drive to the project. If the project is a multiple day project, travel time will not be paid.

When a Company vehicle requires maintenance, the employee shall complete the appropriate form which is to be found in the Form Index. If it is routine maintenance, completing and turning in the form is acceptable. If the maintenance requires immediate attention, the employee shall complete the form and verbally advise the office as soon as possible.



All materials, tools, tanks, ladders and cargo are to be secured prior to starting any Company vehicle. The driver of the Company vehicle shall be responsible for ensuring everything is secure. The driver of the Company vehicle shall be responsible for everything that happens with the vehicle.

Any employee operating a Company vehicle shall have a valid New Jersey driver's license, and shall have it in their possession at all times while operating the Company vehicle.

Prior to driving any Company vehicle, and each time an employee drives a Company vehicle, the driver shall be required to ensure that everything in the vehicle is in proper working order. **Fluid** levels shall be checked **daily** on all Company vehicles, oil should be added as needed, **and work reports filled out daily.**

Each Company vehicle is equipped with gas cards to be used for fuel and oil only. Each employee will be given his/her own PIN number to activate such cards. These are to remain in the Company vehicle at all times, even if the driver switches vehicles. The cards must remain with the Company vehicle.

Each company vehicle is equipped with GPS tracking and monitoring. Tampering or rendering the GPS inoperable will result in immediate disciplinary action or dismissal.

The driver of any Company vehicle shall be responsible for any moving violations that he/she receives. When driving a Company vehicle, the driver shall obey all applicable laws and regulations. There is to be no speeding, and all drivers and passengers are to wear seat belts at all times while in the Company vehicle.

Each employee who drives a Company vehicle shall provide a driver's abstract from the DMV on a yearly basis, or as requested by the Company. The Company shall pay the cost of the abstract.

Company vehicles are to be parked only in legal parking places. Do not park a Company vehicle in any unauthorized places (fire zone, etc.).

### **3.7 COMPANY CELL PHONES**

Company cell phones are to be used to conduct Company business only. Such cell phones are not to be used for personal business. Anyone violating this policy shall be personally responsible for any charges incurred, and the privilege of the use of a company phone may be rescinded.

Company cell phones are the property of the Company, and the employee shall be responsible for maintaining the Company cell phone in good working order.

The employee shall be responsible for having the Company cell phone with them at all times when working for the Company.

Each employee shall complete and sign the company cell phone agreement and receipt, a copy of which is in the Form Index.

Personal cell phones shall not be used during Company working hours.

### **3.8 SHOP**

Every employee is responsible for maintaining the shop in a neat and orderly manner. All material and tools shall be put away in the proper place.

If any employee sees that the Company is out of certain material, or determines the Company needs to stock an item, he/she shall write a email request on [material@amecelectric.com](mailto:material@amecelectric.com).

Employee restroom use shall be limited to the rear warehouse restroom only. Please clean up after yourself and notify Office immediately if paper goods are out.

### **3.9 SCRAP/ DEBRIS**

All employees shall be responsible for keeping the scrap bins as neat as possible. When putting scrap into the bins, ensure that there are no sharp edges sticking out that can possibly injure someone. Cut all pieces of scrap into manageable sizes.

All scrap metal from any job shall be brought back to the shop unless advised otherwise by the office. Scrap metal is Company property. This applies to all metal such as copper, steel, cast iron, stainless steel, and any other metal from a job.

All debris at a jobsite shall be deposited into the jobsite dumpster whenever possible, and not brought to the shop.

### **3.10 DOCUMENTATION**

Each employee shall be responsible for turning in any paperwork each time he/she is in the shop. All supply house tickets are to be turned in, and must contain a purchase order number.

For each job that is performed by the Company, certain documentation must be completed. On larger jobs, the foreman shall be responsible for completing a daily report form. On smaller jobs, the mechanic who performs the work shall be responsible for completing a job report form so that the office may bill the customer. These forms (to be found in the Form Index) shall be turned in each time the employee is at the shop. All jobs require a job report form at a minimum.

### **3.11 MATERIAL**

No Company material may be taken or used for personal use without prior permission from the office. No Company material shall be used for side work under any circumstances.

Any employee found stealing company material shall be immediately terminated.

All material ordered through the office shall be on a three (3) day look ahead except for small jobs which need to be called in by noon for the following day, and for employees working on multiple jobs, which shall be handled on a case by case basis.

No tools, gloves or material shall be purchased without prior approval from the office. Any employee purchasing unauthorized items shall reimburse the Company for the cost of such items.

All material left over after a job is complete shall be brought back to the shop and stored for future use, unless otherwise advised by the office.

### **3.12 SUB-CONTRACTORS**

When the job requires the use of a sub-contractor, the foreman on the job is responsible for coordinating with the sub-contractor. The foreman shall determine from the office the identity of the sub-contractor, schedule the sub-contractor's work, and assist if necessary. The foreman is to direct the sub-contractor, and ensure that the work is done properly.

All employees shall be responsible for ensuring that the sub-contractor is working safely, and doing a proper job.

When a sub-contractor requires a signature on their daily ticket, the foreman on the job, or the person he designates, shall be authorized to sign the ticket. The time and materials from any sub-contractor shall be verified prior to signing the ticket.

### **3.13 JOB INSPECTIONS**

When meeting an inspector on a job, the employee shall be responsible for being on time and in the proper location for the inspection. The employee shall also be responsible for showing the inspector the work, and for ensuring that there is a ladder present if needed. Prior to the arrival of the inspector, the employee responsible shall walk the entire job to ensure there are no problems. If there is a problem, it shall be corrected immediately.

Once an employee receives a sticker and/or report from the inspector, he/she shall take a picture or make a photocopy of the sticker. This copy shall be delivered to the office immediately. If the foreman requests it, the original sticker shall be delivered to the office. These inspection stickers are Company property, and the Company is responsible for ensuring the stickers are turned in at the end of the job.

Once an inspector leaves, the employee must immediately contact the office and advise as to the result of the inspection, and to determine what, if anything, needs to be done prior to leaving the job site. The employee shall also be responsible for removing any tests, gauges, or temporary items for inspection, and to ensure that the job is in good order prior to leaving.

Periodically, employees may be requested to take pictures of the jobsite and/or that work that is installed. When such pictures are requested, they are to be taken and sent to the office immediately.

### **3.14 ON CALL SERVICES**

All Journeyman Electricians will be required to participate in AMEC's "on call services". This will consist of a rotating schedule that appoints one(1) electrician per week to cover after hours and weekend service calls. This schedule will be posted on AMEC's icloud calender and noted on it's daily schedule. If you cannot respond on any given day or time in your rotation, you **MUST** find someone to cover your allotted time. Notification of change is mandatory.

Employees will not be paid for being "on call" unless they are requested to respond to a service call or emergency. If they are called upon they will be paid from the moment they are notified until the moment they arrive back at their home. The minimum time paid will be 3 hours. Overtime will be paid for all work beyond 40 hours for the week.

### **4. CREDIT CARDS/KEYS**

All credit card purchases require a purchase order in advance. Receipts confirming purchases for the Company by credit card shall be turn in on the date of receipt. Any employee who fails to provide a receipt for a credit card purchase shall have the cost of that purchase deducted from his/her pay.

Employees will be provided keys for the shop door upon employment. It is the responsibility of the employee to safeguard these keys, and to promptly report any lost or misplaced keys to their supervisor.

### **5. WORKERS' COMPENSATION**

As required by law, the Company provides workers' compensation benefits for the protection of employees who incur work-related injuries or illnesses.

Workers' compensation insurance provides coverage to employees who incur job-related injuries or illnesses. If an employee is injured or becomes ill as a result of his/her job, it is the employee's responsibility to immediately notify a supervisor of their injury in order to receive benefits. Report every injury or illness immediately, regardless of how minor an injury or illness appears to be. The supervisor will advise the employee of the procedure for submitting a workers' compensation claim. If necessary, injured employees shall be referred to a medical care facility. Employees should retain all documentation provided by such medical facility.

Failure to report a work-related injury or illness promptly may result in the denial of benefits.

A separate insurance company administers the workers' compensation insurance for the Company. Representatives of this insurance company may contact injured employees regarding their benefits under the plan. Employees are to promptly return such calls, and to promptly provide any documentation required.

## **6. DISCIPLINE/DRUG AND ALCOHOL ABUSE POLICY**

In the event an employee is found to have failed to follow Company policies, the following disciplinary sequence shall occur:

- For the first offense, except in instances of harassment, the foreman shall issue a verbal warning;
- For the second offense, the foreman shall issue a written warning and notify the office;
- For the third offense, the office shall issue a written warning, and if the offense is serious enough, the employee may be sent home for the remainder of the day;
- For the fourth offense, the employee may be suspended without pay the following day;
- For the fifth offense or for any serious offense, the employee may be terminated.

If an employee receives a citation for a serious motor vehicle violation while in a Company vehicle, his/her privilege of using a Company vehicle shall be rescinded, and he/she may be terminated.

At no time is an employee to be under the influence of drugs or alcohol. If an employee reports to work under the influence, his/her employment shall be immediately terminated.

If an employee has any drugs and/or alcohol with them while at work for the Company, his/her employment shall be immediately terminated.

The project supervisor, shall have the authority to immediately terminate employment for any employee who is under the influence or has any drugs/alcohol on their possession while at work for the Company.

The Company has zero tolerance for drug and alcohol usage, and any employee in violation of this policy shall be immediately terminated.

### **6.1 Grounds for Disciplinary Action**

The company reserves the right to discipline and/or terminate any employee who violates company policies, practices or rules of conduct. Poor performance and misconduct are also grounds for discipline or termination.

The following actions are unacceptable and considered grounds for disciplinary action. This list is not comprehensive. Rather, it is meant to offer examples of the types of conduct the Company does not tolerate. These actions include, but are not limited to:

- Engaging in acts of discrimination or harassment in the workplace;
- Being under the influence of a controlled substance or alcohol at work, on Company premises, or while engaged in Company business;
- Unauthorized use of Company property, equipment, devices or assets;
- Damage, destruction or theft of Company property, equipment, devices or assets;
- Removing Company property without prior authorization or disseminating confidential Company information without authorization;
- Misrepresentation or deliberate omission of information on Company documentation;
- Materially lying;
- Insubordination or refusal to comply with Company directives;
- Failing to adequately perform job responsibilities;
- Excessive or unexcused absenteeism or tardiness;
- Illegal or violent activities;
- Possessing unauthorized weapons on Company premises;
- Disregard for Company safety and security procedures;
- Disparaging or disrespecting supervisors and/or co-workers; and
- Any other action or conduct that is inconsistent with company policies, procedures, or reasonable expectations.

The company reserves the right to determine the severity and extent of any disciplinary action based on the circumstances in each case.

## **6.2 Insubordination**

Supervisors and employees should interact with mutual respect and common courtesy. Employees are expected to take instruction from their foremen or supervisors. Failure to comply with instructions or unreasonably delaying compliance shall be considered insubordination. Acts of insubordination are subject to disciplinary action, up to and including termination.

If an employee disagrees with a foreman or supervisor, the employee should first try to mediate the situation by explaining their position in order to avoid a disciplinary infraction.

## **7. DISPUTE RESOLUTION**

If there is a dispute between an employee and a foreman and/or supervisor, the procedure is as follows:

- Discussion between employee and foreman/ supervisor in order to attempt to informally mediate the dispute.
- If the dispute is not resolved by way of informal mediation between the parties, then and in that event, a meeting with the employee, the foreman/ supervisor, and Andy or Brian will take place where both sides will have a chance to state their position and proposed resolution. At this meeting, there will be an attempt to come to an agreement as to a resolution. If it is not possible to achieve a resolution from this meeting, then Andy or Brian will make the final decision, based on the best interests of the Company. This decision will become binding on all parties, who will be expected to adhere to it. Failure to do so shall result in disciplinary action.

## **8. TERMINATION**

Employment with the company is on an at-will basis and may be terminated voluntarily or involuntarily at any time.

Upon termination, an employee shall be required:

- To continue to work until the last scheduled day of employment;
- To turn in all reports and documentation required to be completed by the employee when due and by no later than the last day of work;
- To return all files, documents, equipment, keys, cell phones, tools or other property belonging to the Company that are in the employee's possession, custody or control;
- To turn in all passwords to his/her supervisor.

### **8.1 Voluntary Termination**

The Company recognizes that personal situations may arise which require a voluntary termination of employment. Should this occur, the Company requests that the employee provide two weeks advance notice in writing. This request does not alter an employee's at-will relationship with the Company.

All rights and privileges of employment with the company terminate upon the date of separation. As set forth above, voluntarily terminating employees are still required to return all Company property assigned to them. Failure to do so may result in the withholding of their final paycheck.

## **8.2 Final Paycheck**

Employees who terminate employment with the Company shall be given their final paycheck on the next regular scheduled pay day. Should the employee be unable to personally retrieve their final paycheck, it will be mailed to the employee address on file.

## **9. CONFIDENTIALITY/RESTRICTIVE COVENANT**

Employees are not permitted to disclose any information about the Company that is proprietary, confidential or sensitive. That includes, but is not limited to, such things as the Company's finances, strategic or marketing plans, Company customers or clients, proprietary services, and other activities of the Company.

Employees shall not work for any Company client or customer unless performing Company business. Employees are strictly forbidden from performing work of any kind for a client or customer of the Company without the Company's written consent and approval. Violation of this policy may result in termination.

Employees shall not contact or perform work for any Company client or customer within one (1) year after separation or termination from the Company, without the express written consent of the Company.

The Acknowledgment appended to this Handbook indicates that employees are aware of this policy. Signing the Acknowledgment is a condition of employment.

Violation of this policy may result in discipline up to and including immediate termination.

## **10. ACKNOWLEDGEMENT OF RECEIPT FOR EMPLOYEE HANDBOOK**

(Employee Copy – Keep with handbook)

I acknowledge that I have received a copy of the Employee Handbook. I understand that I am responsible for reading the information contained in the Handbook. Specifically, I understand and acknowledge the Company's policy on Confidentiality as set forth above.

I understand that the handbook is intended to provide me with a general overview of the Company's policies and procedures. I acknowledge that nothing in this handbook is to be interpreted as a contract, express or implied, or an inducement for employment. Nor does it guarantee my employment for any period of time.

I understand and accept that my employment with the Company is at-will. I have the right to resign at any time with or without cause, just as the Company may terminate my employment at any time with or without cause or notice, subject to applicable law. I understand that nothing in the handbook or in any oral or written statement alters the at-will employer/employee



relationship, which may only be changed by written agreement signed by the employee and **Owner**.

I acknowledge that the Company may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this handbook or elsewhere, in whole or in part, with or without notice, at any time, at the Company's sole discretion.

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(Signature of Employee)

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(Print Employee Name)

## **FORM INDEX**

**Request for Time Off**

**Vehicle Maintenance**

**Acknowledgment of Safety Equipment and General Safety Rules**

**Cell Phone Information and Policy**

**Receipt for Shop Key and Key Policy**



## Vacation/Time Off Request

Employee Name:

Type of Absence Requested:

☐ Vacation      ☐ Time Off Without Pay

Dates of Absence:

From: \_\_\_\_\_ To: \_\_\_\_\_

Type of Absence Requested:

☐ Vacation      ☐ Time Off Without Pay

Dates of Absence:

From: \_\_\_\_\_ To: \_\_\_\_\_

Type of Absence Requested:

☐ Vacation      ☐ Time Off Without Pay

Dates of Absence:

From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### Authorization

☐ Approved

☐ Rejected

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

## AMEC Electric

### DAILY VEHICLE SERVICE CHECKLIST

Date: \_\_\_\_\_

Van/Truck #: \_\_\_\_\_

Mileage Start: \_\_\_\_\_

Mileage End \_\_\_\_\_

#### ITEMS TO BE CHECKED:

- ☐ Oil
- ☐ Transmission Fluid
- ☐ Coolant Level
- ☐ Washer Fluid
- ☐ Tires

Repairs Needed or Damage to Vehicle:

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Driver Name:

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Driver Signature:

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**AMEC Electric**  
**125 Liberty Street**  
**Metuchen, NJ 08840**  
**Phone: 732-205-1507 Fax: 732-205-1509**  
**Email: info@amecelectric.com**

## **Safety Equipment and General Safety Rules**

### **Acknowledgment**

I, \_\_\_\_\_, acknowledge that I have been provided a hard hat, safety glasses, safety vest and work gloves by AMEC Electric, LLC (further noted as “the company”) and understand that the company enforces use of these items while on a company job site. Employees are required to maintain their safety equipment properly. These items will only be replaced without charge upon receipt of the defective equipment. Lost equipment will be replaced at employee’s expense. I understand that additional Personal Protection Equipment (PPE) is available and it is my responsibility to use PPE, as appropriate.

I acknowledge that I have been provided AMEC Electric, LLC shirts, sweatshirts, hoodies and jackets and understand that the company requires employees to wear the appropriate AMEC Electric, LLC work wear at all times while on a company job site. Employees are required to maintain all clothing properly and keep it neat and clean. Clothing listed above will be replaced without charge upon receipt of the damaged clothing. Lost work clothing listed above will be replaced at employee’s expense. All work wear should be suitable for the job.

I also acknowledge that I have received a copy of the 2014 NEC and easy tabs. Tabs are to be installed immediately. The purpose of the NEC is to ensure that electrical systems are installed in a manner that protects people and property by minimizing the risks associated with the use of electricity. The Code contains requirements considered necessary for a safe electrical installation. If an electrical installation is installed in compliance with the NEC, it will be essentially free from electrical hazards. The Code is a safety standard, not a design guide.

AMEC has safety rules patterned after the Federal OSHA requirements. Read and become familiar with these rules and other safety rules that apply to your job.

#### **SAFETY RULES**

1. Report an injury to your supervisor immediately.
2. Report any observed unsafe condition to your supervisor.
3. Horseplay is prohibited at all times.
4. The drinking of alcoholic beverages is not permitted on the job.

5. Any employee discovered under the influence of alcohol or drugs will not be permitted to work.
6. If you do not have current First Aid Training, do not move or treat an injured person unless there is an immediate danger.
7. Appropriate clothing and footwear must be worn on the job at all times.
8. An approved hard hat must be worn where there exists the hazard of falling objects.
9. You should not perform any task unless you are trained to do so and are aware of the hazards associated with that task.
10. You may be assigned certain personal protective safety equipment. This equipment should be available for use on the job, be maintained in good condition, and worn when required.
11. Learn safe work practices. When in doubt about performing a task safely, contact your supervisor for instruction and training.
12. Never remove or bypass safety devices.
13. Do not approach operating machinery from the blind side; let the operator see you.
14. Learn where fire extinguishers and first aid kits are located.
15. Maintain a general condition of good housekeeping in all work areas at all times.
16. When riding in company vehicles, the vehicle's seatbelt shall be worn at all times.
17. Be alert to hazards that could affect you and your co-employees.
18. Obey safety signs and tags.
19. Always perform your assigned task in a safe and proper manner; do not take shortcuts.

I agree to actively participate in the efforts established to maintain a safe and healthy workplace. I understand my right to refuse to perform work that would violate any occupational safety or health standard, without jeopardizing my employment.

Date: \_\_\_\_\_

Employee Name (Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

## **AMEC ELECTRIC, LLC**

**Employee:**

**Phone Number:**

**Voicemail Passcode:**

**E-Mail Address:**

**E-Mail Password:**

**Apple ID:**

**Apple Password:**

- The phone you are receiving is property of AMEC Electric for your use during AMEC work hours. It is your responsibility to take care of this phone and treat it with respect.
- Your phone is set up with your company e-mail – this will be used to send out company wide information and can be used to communicate with customers.
- The calendar on the phone is a company-wide calendar – anything entered on to the calendar can be seen by all other employees. Use this when setting up any company scheduling. Everything written on the calendar in the office will also be on the calendar on your phone.
- The phone contacts are pre-loaded with the phone number and e-mail address of all AMEC employees.
- If there is a problem with your phone (not working properly, damage), please let the office know ASAP.
- Please share this phone number with your family for emergencies – personal phones will not be used during your AMEC work hours.

I understand that the equipment issued to me is to be used for AMEC Electric business and belongs to the company. It is expected that reasonable care be taken when operating company property so as to be able to return it in good operating condition including all accessories included with the product such as chargers, batteries, etc.

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Printed Name

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Signature

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Date

**AMEC Electric, LLC**

**Employee:**

**Type of Key:**

Employee signature below confirms that they received the key(s) listed above and they are responsible for returning these keys upon a transfer or separation of employment or at any time the employer requests. Lost or misplaced keys are to be reported to your supervisor immediately.

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Distributed By

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Employee Signature

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Date



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(Employer Copy – Detach and retain for records)

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I understand that the handbook is intended to provide me with a general overview of the company's policies and procedures. I acknowledge that nothing in this handbook is to be interpreted as a contract, express or implied, or an inducement for employment. Nor does it guarantee my employment for any period of time.

I understand and accept that my employment with the company is at-will. I have the right to resign at any time with or without cause, just as the company may terminate my employment at any time with or without cause or notice, subject to applicable law. I understand that nothing in the handbook or in any oral or written statement alters the at-will employer/employee relationship, which may only be changed by written agreement signed by the employee and [].

I acknowledge that the Company may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures of the company outlined in this handbook or elsewhere, in whole or in part, with or without notice at any time, at the Company's sole discretion.

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(Signature of Employee)

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(Print Employee Name)

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(Date)

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(Signature of Employee)

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(Print Employee Name)

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(Date)